

List of Additional Trip Reduction Incentives

If your facility used the Census Survey or Direct Count Method, completed *Summary of Commute Data Form 2*, obtained commute data from $\geq 50\%$ but less than 75% of applicable commuters¹, and chose to count non-respondents as commuting in the same modes as responding commuters, implement one new incentive from this list. Your facility must implement an incentive that is in addition to the incentives your facility already has in place. All references to commuters pertain to *applicable* commuters.

Trip Reduction Incentive	What It Is and What Your Facility Must Do:
1. Telecommuting (TC)	<i>Commuter Scheduling Change.</i> Your facility must allow its employees to work at a location other than the facility, from one day a week to the entire commuter work schedule. TC locations may include the commuter's home, a satellite work center closer to the commuter's home or a neighborhood work center shared by several employers.
2. Flextime	<i>Commuter Scheduling Change.</i> Your facility must establish a policy that allows its employees to set their own start and end times for a typical workday. This program gives employees flexibility to set up carpools and to take public transportation.
3. Compressed work week (CWW)	<i>Commuter Scheduling Change.</i> Your facility must adopt a schedule that allows employees to work more hours per day but fewer days per week. Typical CWW schedules may include working nine days over two weeks or four days over one week.
4. Full or partial subsidy	<i>Financial Mechanism.</i> Your facility must provide a full or partial subsidy to employees that carpool, vanpool, use public transportation, walk or bike. Your facility may implement a cash-for-gas program where your facility pays employees who carpool a minimum number of days a month a certain amount to offset their gasoline expenses.
5. Commuter Tax Benefit	<i>Financial Mechanism.</i> Your facility must participate in the Commuter Tax Benefit program which is a set of federal tax benefits that allows your facility to offer employees up to \$100/month (maximum of \$1200/year) of their salary, before taxes, to pay for commuting by transit, bus, ferry, shuttle bus, subscription bus and vanpool. Employees can also deduct, tax free, up to \$190/month (maximum of \$2,280/year), for parking expenses at or near a facility or at a facility from which an commuter commutes via transit, vanpool or carpool. Your facility saves on payroll taxes and employees save on federal income taxes. Call MassRIDES for more information at 1-888-4COMMUTE.
6. Commuter transportation coordinator (ETC)	<i>Administrative Coordination.</i> Your facility must designate a full or part-time commuter to coordinate transportation planning activities and compliance with the Rideshare Program at the facility. If your facility chooses to implement this option you must include the ETC position in the commuter's job description.
7. Lockers, changing room & shower	<i>Bicycle Incentive.</i> Your facility must provide lockers, a private changing area, and a shower for bicyclists.
8. "Bike to Work" events	<i>Bicycle Incentive.</i> Your facility must provide a "Bike to Work" promotional events periodically to encourage bicycling to the facility.
9. Bicycle coordinator	<i>Bicycle Incentive.</i> Your facility must designate an employee to organize bicycle events and coordinate bicycle programs to promote bicycling to the facility. Employers choosing to implement this incentive must include the bicycle coordinator position in the employee's job description.

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¹ "Commuters" refers to *applicable employees* at the facility. For educational facilities, "commuters" refers to both *applicable employees and applicable students*.

Trip Reduction Incentive	What It Is and What Your Facility Must Do:
10. On-site bike lane & path	<i>Bicycle Incentive.</i> Your facility must develop a bicycle lane or bike path on or around the facility for commuter use. Bicycle lanes are located in roadways used by vehicles and are clearly demarcated for use by bicycles. Bicycle paths are built exclusively for bicycles and are separate from the flow of vehicles.
11. Borrow-a-bike	<i>Bicycle Incentive.</i> Your facility must provide five or more bicycles for commuters to borrow for the commute to work or travel during the day.
12. Shuttle	<i>Connecting/Support Transportation.</i> Your facility must provide transportation, usually by a van, to connect commuters from public transportation or park-and-ride lots to the facility. Your facility may also offer a shuttle during the workday to connect commuters to town centers or shopping areas to run errands.
13. Guaranteed ride home (GRH) or Emergency Ride Home (ERH)	<i>Connecting/Support Transportation.</i> Your facility must offer commuters who carpool, take transit or otherwise do not drive-alone a ride home in case of unforeseen circumstances or emergencies. Employers typically offer the GRH by taxi, company vehicle, shuttle, car-sharing vehicle or auto rental, with or without cost to commuters. Usage is low, with only an estimated 1% of eligible participants taking advantage of this "safety net." For assistance with a GRH or ERH program, contact your local Transportation Management Association or MassRIDES at 1-888-4COMMUTE.
14. Car-sharing programs	<i>Shared Vehicle Services.</i> Your facility must arrange for the availability of a vehicle for commuter use through a car-sharing program. Car-sharing vehicles are available at convenient locations and commuters can reserve these vehicles as needed on an hourly basis. (Metro Boston area only). Call MassRIDES for more information at 1-888-4COMMUTE.
15. Transportation Management Association (TMA) or Initiative (TMI)	<i>Employer Coalition.</i> Your facility must form or join a TMA or a TMI, which is a business partnership between two or more employers in the same geographic area that provides transportation options for the employers. Typically, TMAs and TMIs have a central coordinator who performs transportation planning for the participating employers.
16. Parking cash-out	<i>Parking Control Measure.</i> Your facility must establish parking fees and then offer commuters the equivalent value of that parking when they choose to not park at the facility. Commuters can then purchase a parking space or use the money to buy a transit pass or carpool. Commuters save money because the alternatives to parking are generally less expensive than the parking fees.
17. Charge-for-parking	<i>Parking Control Measure.</i> Your facility must establish parking fees for commuter parking areas.
18. Vanpool program	<i>Vanpool.</i> Your facility must acquire, by purchase or lease, a vanpool for commuters to commute to work. Your facility may also set up a vanpool coordination program with MassRIDES. For more information, call 1-888-4COMMUTE.
19. Advanced Technology Vehicles	<i>Advanced Technology Vehicles.</i> Your facility must acquire, by purchase or lease, at least one compressed natural gas (CNG) vehicle, propane vehicle, electric vehicle, or hybrid electric vehicle for commuters to use to commute to the facility or to travel during the day.